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**State of Vermont
Public Utility Commission**

MEMORANDUM

To: Parties in PUC Case Number 23-3501-PET
From: Daniel Burke, Staff Attorney *DB*
Re: Evidentiary Hearing Logistics
Date: May 31, 2024

A remote evidentiary hearing is scheduled for June 11 and 13, 2024, at 9:30 AM in this case. In preparation for the hearing, the Vermont Public Utility Commission (“Commission”) requests that parties submit a proposal containing the information specified **below by Friday June 7, 2024**. The parties are encouraged to work collaboratively to prepare a joint proposal. The petitioner, Green Mountain Power Corporation is requested to take the lead in communicating with the Vermont Department of Public Service and making filings with the Commission.

The proposal should include a schedule and order of witnesses and each party’s estimate of the time it needs for cross-examination of each witness. The proposal should also identify any requests for witnesses to be excused and times that any witness will not be available to testify. Following receipt of the parties’ proposal(s), the Commission will establish a schedule for witnesses and, subject to any final revised estimates, set limits on the amount of time for cross-examination. **The parties are also requested to file stipulations or agreements on substantive issues, if any, no later than Friday June 7, 2024.**

To facilitate the hearing, the Commission will use the following procedures:

Pre-Hearing Conference

- On June 11, 2024, a member of the Commission's staff will meet with parties’ representatives in the GoToMeeting videoconference to discuss procedural issues that may arise during the hearing. This meeting will take place at 9:15 A.M. Staff will use this time to review and discuss any procedural or logistical issues that might arise that day. This time will also allow the parties to identify any technical issues with the remote hearing platform that need to be resolved before the hearing. All parties intending to present evidence or argument or conduct examination of witnesses must attend.
- Issues to be discussed at the informal meeting will include: the schedule for the day; any stipulations or objections to the admission of testimony or exhibits; any corrections to

testimony; any use of exhibits that were not prefiled with testimony; and any other procedural, logistical, or scheduling matters.

Preparation and procedures before and at the hearing:

- Prior to the start of the hearing:
 - The parties shall file as an exhibit in ePUC a stipulated joint list of all the prefiled testimony and exhibits for which there is no objection into the evidentiary record. The stipulated joint list and all referenced exhibits will be pre-admitted as a group at the evidentiary hearing so that the parties will not have to individually identify exhibits and prefiled testimony for admission at the evidentiary hearing.
 - **By 9 a.m. on the morning of the hearing**, parties should file any cross-exhibits in ePUC.
 - Parties should download copies of the prefiled testimony, exhibits, and cross exhibits and be prepared to share those documents on the GoToMeeting platform to facilitate cross-examination and redirect.
- At the hearing:
 - The Commission will not permit witnesses to orally summarize their testimony.
 - Time used to introduce witnesses, prefiled testimony, and exhibits should be kept to a minimum.

Using GoToMeeting Platform

For any parties, witnesses, or members of the public that are not familiar with the Commission's procedures for conducting remote hearings, I have included a detailed description of the process and instructions below. I encourage the parties, witnesses, and any interested members of the public to become familiar with these instructions and the GoToMeeting software before the hearing to limit any technical challenges during the hearing. If any party, witness, or member of the public has questions on these hearing procedures, please contact the Clerk of the Commission by email at puc.clerk@vermont.gov.

The hearing will be held remotely via a GoToMeeting videoconference. The parties' representatives and attorneys should keep their cameras on during the entire hearing. Witnesses should have their cameras on and microphones unmuted when called to testify. All other attendees at the hearing are requested to keep their cameras off and microphones muted during the hearing to allow for the pictures of active speakers to appear larger on participants' screens and to reduce background noises. Commission staff other than the Hearing Officer may choose whether to leave their cameras on or off. Parties and their representatives are requested to either unmute their microphones or raise their hands to indicate that they want to speak. Each time you begin talking, please identify yourself by name for the court reporter. Please do not speak over one another. During breaks in the hearing, all participants will be asked to turn their cameras off and mute their microphones.

If your internet connection cuts out during the hearing, please try to rejoin the GoToMeeting or call in to the hearing using the GoToMeeting telephone number that was provided in the hearing notice. If the audio or video from the hearing has cut out for a party's representative or witness, please let the Commission know when you are able to rejoin, and the

Commission will summarize what happened and we will revisit any questions on which an objection may have been allowed, including any admission of an exhibit. If a party's representative or witness is unable to call in or rejoin, notify the platform manager immediately via email, or the Clerk of the Commission's office immediately via email or phone, and we will pause the hearing until the issue is resolved. If it cannot be resolved, we will take a temporarily break or reschedule the hearing if necessary. Similarly, if at any point you become aware of another party, participant, or a member of the public having trouble accessing the video or audio feeds of this remote hearing, please let me or the Clerk of the Commission know immediately. It is very important that parties and their representatives avoid talking over one another. However, if a party has an objection, then it must raise it at the moment the objection arises. That type of interruption is allowed and required. When objections or issues are raised, the Commission will ask each representative, one by one.

A party's representative will be made a presenter when questioning a witness. If you refer to any documents during your questioning, you must share the documents on your screen by clicking the "share screen" icon. Alternatively, you may allow for someone else to show the documents for you during your questioning. That person will be made the presenter during the examination. The questioner must wait to ask questions about a document until the document is being shared. Please verbally identify the document you are showing for the court reporter. For example, clearly state: "I'm showing Department-Cross-1." When you are done with the document, please click "stop sharing screen." Whenever you are sharing your screen, I advise you to close out of any unnecessary applications, such as email, to avoid notifications being visible to others in the hearing.

Any members of the public that plan to attend the evidentiary hearing should understand that the evidentiary hearing will be conducted for the purpose of taking testimony by the parties and developing the formal evidentiary record for this case. Evidentiary hearings before the Commission do not include time for public comments. If a member of the public would like to file public comments with the Commission on this case, they are requested to do so electronically using the Commission's ePUC filing system at <https://epuc.vermont.gov/>. Click on "Search by Case Number," enter 23-3501-PET, then select "Add Public Comment" from the drop-down menu at the top of the page. Alternatively, public comments can be filed by email to puc.clerk@vermont.gov or by mail to: Clerk of the Commission, Public Utility Commission, 112 State Street, 4th Floor, Montpelier, VT 05620.

PUC Case No. 23-3501-PET - SERVICE LIST

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